

Peirce PTO Treasurer Guidelines

How to Interact with the Treasurer

The treasurer's primary role is to protect the assets of the PTO, ensure the organization is financially healthy, and minimize risk. The Treasurer is responsible for all bookkeeping, compliance with IRS regulations, compliance with NPS rules on spending, and annual tax return preparation.

The Treasurer's role in the PTO is a big job that touches every individual committee and every monetary transaction that occurs throughout the year. Please be mindful of this when interacting with the Treasurer.

Contact information

1. For ALL communications with the Treasurer including board minutes, use **PeirceTreasurer@gmail.com**
2. Do NOT use my personal email address.

Committees

1. Each committee should select 1 person to interact with the Treasurer.
2. This rep is responsible for bundling all communications to and from the Treasurer. This rep is responsible for communicating guidelines to the rest of the team.
3. This rep should bundle the electronic receipts in PDF format from his/her entire committee (one PDF for each member), ensure they are in the proper format, and submit to the Treasurer for reimbursement with a requested \$ amount for each person.
4. Each committee should send a proposed budget for his/her event to the Treasurer to ensure all vendors get paid.

Cash Collections

1. The PTO collects money at various events through the year. Protecting this cash from theft is important.
2. Cash boxes must be requested 1 week in advance of the event.
3. The committee should tabulate the amount of cash they SHOULD have collected and email that number with support to the Treasurer. Each committee should keep a count sheet of items sold during the event. E.g. the Merchandise committee would keep a list of all items for sale, the price x the number sold = total collections. The picnic committee would have a simple chart showing # of slices sold x price, # of waters sold x price, and # of Large and Small slushies sold x price.
4. Any payments made from the cash box (e.g. tip to pizza delivery driver) must be documented in writing and communicated to the Treasurer.
5. The cash collected should be turned over the Treasurer at the end of the event or dropped off at the Treasurer's home immediately following the event (same day). The Treasurer counts the cash, not the committee. The only exception to this is the book fair when the committee will count and wrap coins into rolls.
6. Any IOU sales made at the event must be documented and communicated to the Treasurer with Name and Email of purchaser. The committee, not the Treasurer, is responsible for collecting IOUs. Payment to the PTO can be made by personal check, Venmo, or PayPal.
 - a. Checks can be made out to Peirce PTO and delivered to the Treasurer's box at school or drop in my home mailbox
 - b. Venmo payments go to @Peirce-Treasurer
 - c. PayPal payments can be made to: PeirceTreasurer@gmail.com

Expense reimbursement (i.e. Payments to Parents)

1. Committee members often pay for items out of their own pocket and get reimbursed by the PTO.
2. Each committee member should scan all the receipts in electronic PDF format and send to the committee rep. Free phone apps such as TurboScan or PDFelement could be used to create PDF versions of paper receipts.
3. The committee rep should bundle the reimbursement request from all committee members
 - a. Use the reimbursement form found at PeircePTO.com – Your PTO – Forms.
 - b. Bundle the electronic receipts in PDF format from his/her entire committee (one PDF for each member),
 - c. Ensure receipts are in the proper format, and
 - d. Submit to the Treasurer for reimbursement with a requested \$ amount for each person.
4. It is preferable that Electronic Receipts be sent to the Treasurer within 1 week after the event, but they **MUST** be submitted within 2 weeks of the event.
5. Preferred mode of reimbursement will be electronic – PayPal, Venmo, or Zelle.

Vendor Payments

1. Several PTO committees interact with outside vendors.
2. Do **NOT** write personal checks to vendors including Creative Arts and Sciences. If you write a personal check to a vendor, you will be responsible for obtaining the W9 and formal invoice in order to get reimbursed.
3. The PTO budget governs the amount available to be paid to vendors. The NPS determines the per student cap that can be spent on Creative Arts & Sciences and Technology purchases.
4. The Committee budgets give the Treasurer further detail as to how the PTO budget for that event is broken down into further payments. E.g. The PTO budget for the picnic may be \$2,000, but the detail budget says the \$2,000 will be spent on Kona Ice (\$500), pizza (\$800), etc.
5. Requests for vendor payments must be received by the Treasurer at least one week in advance of date required.
6. The following information is required to pay a vendor
 - a. Vendor must **submit a W-9**. The W-9 is a standard IRS form that is routinely provided by businesses. The vendor will likely have a W-9 form readily available. If (s)he does not, the blank form can be found at [IRS.gov](https://www.irs.gov), search W-9.
 - b. Vendor must **submit a formal invoice**. This invoice must include the vendor's name, invoice date, mailing address, description of services, \$ amount of services, and the due date.
 - c. Vendor invoice should **contain an approval by committee rep**. Submit invoice to the PTO Treasurer with a note saying "OK to pay" signed and dated by the committee rep.

Thanks,

Prachi